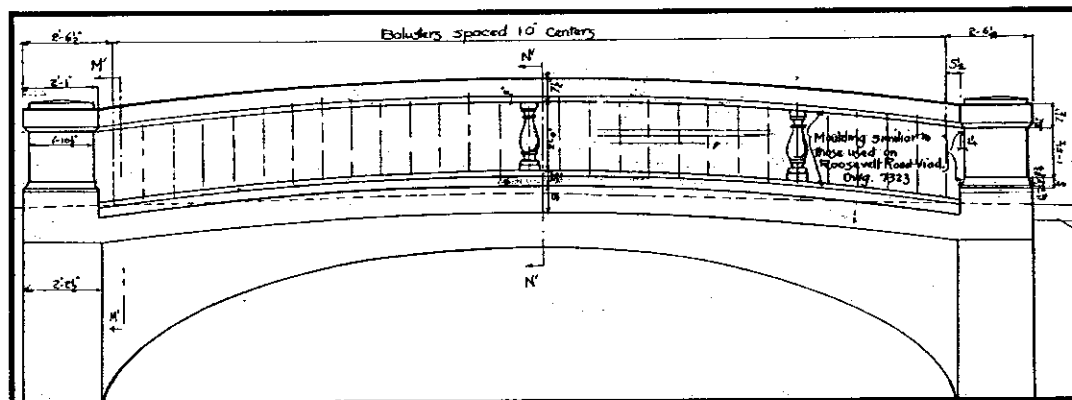
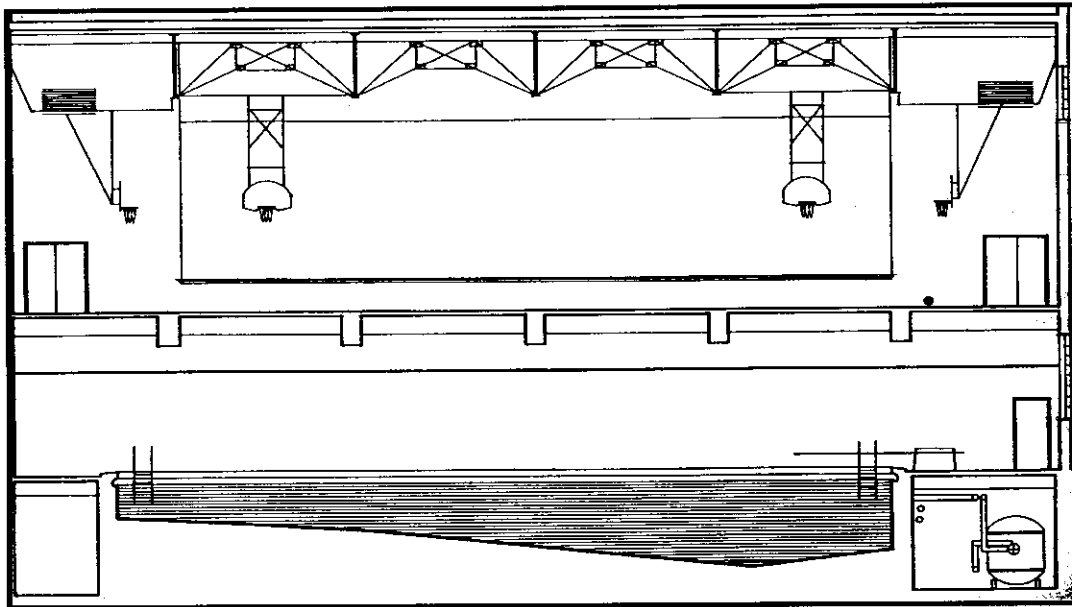


THE ILLINOIS HISTORIC PRESERVATION AGENCY'S
STANDARDS AND GUIDELINES FOR
HISTORICAL, ARCHITECTURAL AND ENGINEERING DOCUMENTATION:
IL HABS/HAER STANDARDS



Illinois Historic American Buildings Survey/
Historic American Engineering Record
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Preservation Services, a division of the Illinois Historic Preservation Agency, administers the state cultural resources program and is responsible for the Illinois Historic American Buildings Survey/Historic American Engineering Record (IL HABS/HAER) Program of documentation of historic buildings, sites, structures, and objects located in the State of Illinois. IL HABS/HAER Documentation includes measured drawings, large-format photographs, and written contextual histories and descriptions. The Illinois State Historical Library Archives is the repository for these documents.

PREFACE

This document outlines the Illinois Historic Preservation Agency's Preservation Services Division's Standards for Historical, Architectural and Engineering Documentation -- commonly known as the IL HABS/HAER Standards.

These performance standards define the criteria for IL HABS/HAER projects acceptable for accession in the IL HABS/HAER Collection located at the Illinois State Historical Library Archives.

Acceptable IL HABS/HAER documentation often includes:

- * Measured Drawings
- * Large-Format Photographs
- * Detailed Historical Context Development and Physical Descriptions in a Prescribed Written Outline Format

These standards are intended to be used in conjunction with the accompanying guidelines for historical, architectural and engineering documentation. Other publications listed in the bibliography should be consulted.

These standards will be used:

- * In preparation of documentation to fulfill mitigative requirements in accordance with the Illinois State Agency Historic Resources Preservation Act [20 ILCS 3420/1 et seq] and Section 106 of the National Historic Preservation Act of 1966, as amended.
- * In preparation of voluntary documentation to be submitted for inclusion in IL HABS/HAER Collection.

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ILLINOIS HISTORIC AMERICAN BUILDINGS SURVEY/HISTORIC AMERICAN
ENGINEERING RECORD (IL HABS/HAER) PROGRAM STANDARDS
for
HISTORICAL, ARCHITECTURAL AND ENGINEERING DOCUMENTATION

The IL HABS/HAER Standards address the development of documentation for historic buildings, sites, structures, and objects. IL HABS/HAER documentation provides relevant graphic and written information on a property's significance for use by scholars, researchers, preservationists, architects, engineers, and others interested in preserving and understanding historic properties. IL HABS/HAER documentation is important for several reasons. It provides for accurate repair or reconstruction of parts of a property, records existing conditions for easements and preserves information about a property that is to be demolished or altered.

The IL HABS/HAER Standards are intended for use in developing documentation to be included in the IL HABS/HAER Collection located at the Illinois State Historical Library Archives. The Illinois Historic Preservation Agency has defined specific requirements for meeting these standards.

STANDARD 1: Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure, or Object.

The historic significance of the building, site, structure, or object identified in the evaluation process should be conveyed by the drawings, photographs, and written materials that comprise the documentation. The historical, architectural, engineering, or cultural values of the subject property, in conjunction with the purpose of the documentation, will determine the level and methods of documentation.

STANDARD 2: Documentation Shall be Prepared Accurately from Reliable Sources with Limitations Clearly Stated to Permit Independent Verification of the Information.

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

STANDARD 3: Documentation Shall be Prepared on and Submitted in Materials that are Readily Reproducible, Durable, and in Standard Sizes.

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials is based on the length of time expected for storage, the anticipated frequency of use, and a size convenient for storage and document management.

STANDARD 4: Documentation Will be Clearly and Concisely Produced.

In order for documentation to be useful for future research, written materials must be fully developed, legible and understandable. Graphic materials must contain scale information and location references.

ILLINOIS HISTORIC AMERICAN BUILDINGS SURVEY/HISTORIC AMERICAN
ENGINEERING RECORD (IL HABS/HAER) GUIDELINES

for

HISTORICAL, ARCHITECTURAL AND ENGINEERING DOCUMENTATION

Introduction

The IL HABS/HAER Guidelines link the IL HABS/HAER Standards for Historical, Architectural and Engineering Documentation with more specific guidance and technical information. They describe the general approach for meeting the Standards for Historical, Architectural and Engineering Documentation. Agencies, organizations, and individuals proposing to undertake the production of IL HABS/HAER Documentation in a different manner will need to review and gain approval of their strategy with the IHPA IL HABS/HAER Coordinator prior to the execution of a contract for or the initiation of production of IL HABS/HAER Documentation.

The Guidelines are organized as follows:

- * Definitions
- * Goal of Documentation
- * The IL HABS/HAER Collections
- * Standard 1: Content
- * Standard 2: Quality
- * Standard 3: Materials
- * Standard 4: Presentation

Definitions

The following definitions are used in conjunction with these guidelines:

Documentation -- Measured drawings, photographs, contextual histories, physical descriptions, inventory cards, or other media that provide graphic and written information on historic buildings, sites, structures, or objects.

Field Photography -- photography other than large-format negatives, intended for the purpose of producing documentation, usually 35mm.

Field Records -- notes of measurements taken, field photographs, and other recorded information intended for the purpose of producing documentation.

Large-Format Photographs -- photographs made from 4x5" negatives. Appropriate techniques are to be implemented to correct perspective distortion.

Measured Drawings -- drawings produced on IL HABS/HAER acceptable materials depicting historic or existing conditions and other relevant features of the subject. Measured drawings are produced in ink on archivally stable mylar.

Photocopy - a photograph, with large-format negative, of a photograph or drawing.

Select Existing Drawings - drawings of original construction or later alterations that portray or depict the subject's historic value or significance.

Sketch Plan - a floor plan, generally not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to each other.

Goal of Documentation

The IL HABS/IL HAER Program is the historical, architectural and engineering documentation program of the Illinois Historic Preservation Agency that promotes the incorporation of accurate graphic and written documentation into the IL HABS/HAER Collection located in the Illinois State Historical Library Archives. The goal of the IL HABS/HAER Collection is to provide historians, architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures, and objects significant in Illinois' history.

IL HABS/HAER Documentation often consists of measured drawings, photographs, and written data that provide a detailed record of a property's significance. Measured drawings and properly executed photographs act as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic structures damaged by such disasters. IL HABS/HAER Documentation is sometimes used to provide the basis for enforcing preservation easements. In addition, IL HABS/HAER Documentation is often the last means of preservation when a historic property is to be demolished or permanently altered. IL HABS/HAER Documentation provides future researchers access to valuable information that would otherwise be lost.

IL HABS/HAER Documentation is developed as a result of two separate catalysts. First, the Illinois Historic Preservation Agency, pursuant to the Illinois State Agency Historic Resources Preservation Act (20 ILCS 3420/1 et seq) and Section 106 of the

National Historic Preservation Act of 1966, as amended, requires recordation of historic properties to be demolished or substantially altered as a result of adverse undertakings conducted on those properties (referred to as mitigation projects). Secondly, individuals and organizations, on their own initiative, can prepare documentation according to IL HABS/HAER Standards and donate that documentation to the IL HABS/HAER Collection. Required Documentation Levels will vary.

IL HABS/HAER Standards describe the fundamental principles of the development of IL HABS/HAER Documentation. The IL HABS/HAER Guidelines listed under each of the following IL HABS/HAER Standards provides basic information about developing documentation for the IL HABS/HAER Collection. The IL HABS/HAER Guidelines are augmented by more specific graphic and written documentation requirements which are included here as supplemental information. Additional specific information concerning the production of IL HABS/HAER Documentation is included in a separate document entitled IL HABS/HAER Program/Technical Commentary.

Documentation prepared for the purpose of inclusion in the IL HABS/HAER Collection must meet the requirements listed below. The IHPA IL HABS/HAER Coordinator retains the right to refuse documentation for inclusion in the IL HABS/HAER Collection when that documentation does not meet IL HABS/HAER requirements specified in this document.

Standard 1: Content - IL HABS/HAER Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure, or object being documented.

Guidelines

Documentation shall meet one of the following documentation levels to be considered adequate for inclusion in the IL HABS/HAER collections.

1. Documentation Level I
 - a. Drawings: a full set of measured drawings depicting existing or historic conditions.
 - b. Photographs
 - (1) large-format (4x5") negatives and 5x7" prints of exterior and interior views
 - (2) photocopies with large format (4x5") negatives of select existing drawings, site plans or historic views
 - c. Written Data
 - (1) contextual history(ies)
 - (2) architectural/site description

2. Documentation Level II
 - a. Drawings: original drawings photographically reproduced on archivally stable IL HABS/HAER mylar.
 - b. Photographs
 - (1) large-format (4x5") negatives and 5x7" prints of exterior and interior views
 - (2) historic views
 - c. Written Data
 - (1) contextual history(ies)
 - (2) architectural/site description
3. Documentation Level III
 - a. Drawings: sketched floor plan
 - b. Photographs
 - (1) large-format (4x5") negatives and 5x7" prints of exterior and interior views
 - c. Written Data
 - (1) contextual history(ies)
 - (2) architectural/site description

The IL HABS/HAER Program retains the right to refuse any documentation of buildings, sites, structures or objects lacking historical significance. Buildings, site, structures, or objects must be listed on or eligible for listing on the National Register of Historic Places to be considered for inclusion in the IL HABS/HAER Collection.

The type and amount of documentation should be appropriate to the nature and significance of the properties being documented. Similarly, the aspect of the property that is being documented should reflect the nature and significance of the property.

Standard 2: Quality - IL HABS/HAER Documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.

Guidelines

For all levels of documentation, the following quality requirements shall be met:

1. Measured Drawings

Measured drawing shall be produced from recorded, accurate measurements. Portions of buildings or structures that are not accessible for measurement should not be drawn on the measured drawing but clearly labeled as not accessible or drawn from available construction drawings or other sources, and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I

measured drawings shall be accompanied by a set of field notebooks in which measurements were first recorded. Other drawings prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.

2. Large-Format Photographs

Large-format photographs shall clearly depict the appearance of the property and areas of significance of the recorded building, structure, site, or object. Each view shall be perspective-corrected and fully captioned.

3. Written Contextual History(ies) and Physical Descriptions

Written contextual history(ies) and physical descriptions for documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Level III, secondary sources may provide adequate information; if not, primary research will be necessary. An assessment of the reliability and limitations of sources shall be included. Within the written contextual history(ies), statements shall be footnoted or endnoted as to their sources, where appropriate. The written data shall include a methodology section specifying research strategy, names of research staff, dates of research, sources searched, limitations of the project and a project information statement.

The reliability of the IL HABS/HAER Collection is dependent upon high quality documentation. Quality is not easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification of IL HABS/HAER documentation is critical to the IL HABS/HAER Collection.

Standard 3: Materials - IL HABS/HAER documentation shall be prepared on materials that are readily reproducible for ease of access, durable for long storage, and in standard sizes for ease of handling.

Guidelines

For all levels of documentation, the following material requirements shall be met.

1. Measured Drawings

Ink on translucent, archivally stable materials in standard size of 24x36".

2. Large-Format Photographs

Black and white film only, printed on archival paper, mounted on properly labeled archival board; 4x5" negatives will accompany prints; print size will be 5x7".

3. Written History(ies) and Physical Description

Text contained within the IL HABS/HAER Written Outline Format; submitted on 8.5x11" archival bond paper.

4. Field Records

Field notebooks and field photography; photo identification sheet will accompany 35mm negatives and contact sheet; no archival requirements; submitted field records must fit into 9.5x12" folding file.

5. 95% Submittals

95% review documentation can be submitted on non-archival materials.

6. 100% Submittals

All 100% IL HABS/HAER documentation accepted by the IL HABS/HAER Program Coordinator must be submitted in the standard, archival formats.

All IL HABS/HAER Documentation is intended for reproduction. Although field records are not intended for quality reproduction, it is specified that they be used to supplement the formal documentation. Field records are not required to meet the archival standard, but are maintained as a courtesy to the collection user. The basic durability standard for IL HABS/HAER Documentation is 500 years.

Standard 4: Presentation - IL HABS/HAER documentation shall be clearly and concisely produced.

Guidelines

For all levels of documentation, the following requirements for presentation will be met.

1. Measured Drawings

Level I measured drawings will be lettered mechanically (i.e. Leroy or similar) or in a hand-printed equivalent

style. Adequate dimensions shall be included on all sheets. Levels I and II title sheet(s) shall include state, local, and site maps; property significance statement; project information statement; and drawings index listing. Level III sketch plans shall be neat and orderly.

2. Large-Format Photographs

5x7", black and white, fiber paper prints will be mounted on archival card stock, and labeled in the appropriate manner.

3. Written History(ies) and Physical Description

Data shall be typewritten on 8.5x11" archival, bond paper using the required IL HABS/HAER outline format and follow accepted rules of grammar and notation.

Sources of Technical Information for IL HABS/HAER Documentation

Burns, John A. Recording Historic Structures. Washington, D.C.: The AIA Press, 1989.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, 1987.

A Manual of Style. Chicago: University of Chicago Press, 1980.

HABS Field Instructions for Measured Drawings. Washington, D.C.: HABS/HAER, National Park Service, 1981.

HABS Historical Reports. Washington, D.C.: HABS/HAER, National Park Service, 1995. (Draft)

HABS Historian's Procedures Manual. Washington, D.C.: HABS/HAER, National Park Service, 1983.

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IL HABS/HAER Program IHPA Program/Technical Commentary. Springfield, IL: IL HABS/HAER, Illinois Historic Preservation Agency, 1999.

Manual for Preparing Historic American Buildings Survey/Historic American Engineering Record Documents. Omaha, NE: Great Plains Systems Office, National Park Service, 1996. (Draft)

Photographic Specifications for the Historic American Buildings
Survey and the Historic American Engineering Record. Omaha,
NE: Great Plains Systems Office, National Park Service, 1996.

Transmitting Documentation to HABS/HAER WASO. Washington, D.C.:
HABS/HAER, National Park Service, 1995. (Draft)

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